



Governor's Office of Storm Recovery

ANDREW M. CUOMO
Governor

LISA BOVA-HIATT
Executive Director

Governor's Office of Storm Recovery (GOSR)

Job Title: Grant Administrator

Department: Community Reconstruction

Location: Multiple locations

Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

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Position Summary

The Governor's Office of Storm Recovery (GOSR) is responsible for implementing New York's post-disaster recovery through the utilization of grant funding from the United States Department of Housing and Urban Development (HUD). Under the general direction of the Managing Director of the Community Reconstruction Program, and the day to day supervision of the Regional Director of the Community Reconstruction Program, the Grant Administrator provides services related to administration of federal grant funding to disaster-impacted communities in New York State. The primary focus of the Grant Administrator will be to provide oversight and technical assistance to GOSR's community partners related to their financial and regulatory obligations for projects to be funded by the Community Reconstruction Program.

Responsibilities include but are not limited to:

- Working productively in a fast-paced team environment.
- Facilitating the submission of timely payment requests from local partners and contractors to GOSR's payment system.
- Reviewing and recommending for approval payment requests.
- Maintaining project and grant agreement budgets and spreadsheets.
- Ensuring that program and local partner documentation is complete and organized in a comprehensible fashion for audit purposes.
- Coordinating and attending meetings, and/or technical assistance, between local partners and Grant Manager/GOSR Staff and creating meeting agendas and meeting minutes.
- Collecting and reviewing required programmatic documentation for accuracy and compliance.
- Reading, researching, collecting and analyzing information.
- Completing project activities and assignments under the supervision of management.
- Performing any/all routine administrative office functions and support services for management and staff as required.

Qualifications

- Must be a NY State resident or able to relocate to NYS.
 - Minimum of two (2) years of work experience in creation, reporting, and/or management of data or closely related tasks (not including data entry). Must have technical writing, presentation development, and research skills.
 - One (1) to four (4) years of combined experience in a defined field of expertise (e.g., Grant Management, Program Management, CDBG Programs, HMGP Programs, or other Disaster Recovery expertise) preferred.
 - Financial or accounting background preferred.
 - Must be highly proficient in MS Office including Word, Excel, PowerPoint and Outlook.
 - Exceptional communication, organizational skills and attention to detail.
 - Excellent report writing, analytical, editing, and proofreading skills.
- Ability to handle multiple and sometimes changing, tasks in a fast-paced, deadline-driven environment.

If interested:

All candidates must submit a resume to goshrinfo@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.